



(ATTACHMENT I)

**BERKSHIRE COMMUNITY COLLEGE  
PITTSFIELD, MASSACHUSETTS**

**MINUTES OF TRUSTEES MEETING  
August 28, 2018**

**1. CONVENING**

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, August 28, 2018, in G12 of the Susan B. Anthony Student Center. Board Chair Rodowicz called the meeting to order at 4:34 pm.

**PRESENT:** Chair Rodowicz, Trustees, Bowen, Crane, Hiltpold, Kiely, McCormick, Mirante, Zaffanella (by phone) and Student Trustee Garcia-Rijos

**ABSENT:** Vice Chair Caccaviello

**ALSO PRESENT:** From BCC's Executive Council: President Kennedy; Vice Presidents Berne, Cote, Klepetar, and Law; Dean Sasso Curtis; Assistant to the President, Kim Brookman  
BCC Employees and Guests: Chris Aylesworth, Karen Ruiz Leon, Megan Whilden, Christina Wynn, Costa Zervas  
Press: Jonathan Levine (Pittsfield Gazette), Jeff Vecellio (PCTV)

**2. APPROVAL OF THE MINUTES**

*Upon a motion duly made and seconded, it was VOTED unanimously to approve the minutes of the June 26, 2018 meeting.*

**3. PRESIDENT'S REPORT**

**a. New Employee Introductions**

Vice President Klepetar introduced Karen Ruiz Leon, BCC's new Community Outreach Counselor.

President Kennedy introduced Jennifer Berne, BCC's new Vice President for Academic Affairs.

**b. Nursing**

President Kennedy gave an update on the nursing program. The ADN Program was approved with warning by the Massachusetts Board of Registration in Nursing (MABORN) in July. Two meetings were held with students to let them know what steps were being taken and to assure them that the college was working on the regulatory standards that were lacking and that the program would successfully continue. Two meetings were also held with the Nursing Advisory Board. A report is due to MABORN on September 30th with the next round of reporting due on January 31, 2019.

Trustee Bowen asked how this finding came about. President Kennedy responded. In 2014, a report was sent to the Accreditation Commission for Education in Nursing (ACEN). In March of 2015, ACEN wanted some cleanup on two of the standards; curriculum outcomes and a systematic plan of evaluation on all standards. ACEN reviewed our status in March 2018, finding we had passed Standard 4 but needed more work on Standard 6 and granted continuing accreditation for good cause. This past May as a result of our accreditation change, MABORN was in touch stating that they would come for a site visit in the next thirty days, and they showed up in three days. There were several points they found lacking including items like: transcripts for nursing faculty and a systematic evaluation plan for outcomes-based curriculum. (We will send spreadsheet to the Board).

Trustee Bowen asked if any students deferred because of this. Dean Aylesworth answered. A couple have, but the program has a waiting list so all seats are full.

President Kennedy went on to talk about student immunization needs. Students need to have a titer or 3 vaccines for Hepatitis B. No titer is needed for them to start clinicals. However, students are strongly encouraged to get titer to know their immunity level.

Trustee Bowen asked how the team hears about new policies. The President said that the policy is closely monitored through the Mass Dept. of Public Health (DPH).

Trustee Crane commented, "shouldn't the DPH be letting us know?"

Students are allowed to do all clinicals. We will send the BCC student email to Board.

Trustee Kiely asked how we will keep up with this in the future. President Kennedy noted that BCC had not had a site visit since 1977. We will be monitoring this more closely. In the end, this will only make our nursing program stronger.

A question arose about the NCLEX and each graduating cohort needs to have an 80% or higher pass rate for students taking this national exam on their first attempt. We have had 90% pass rates in the past, but dropped to 74% in 2017.

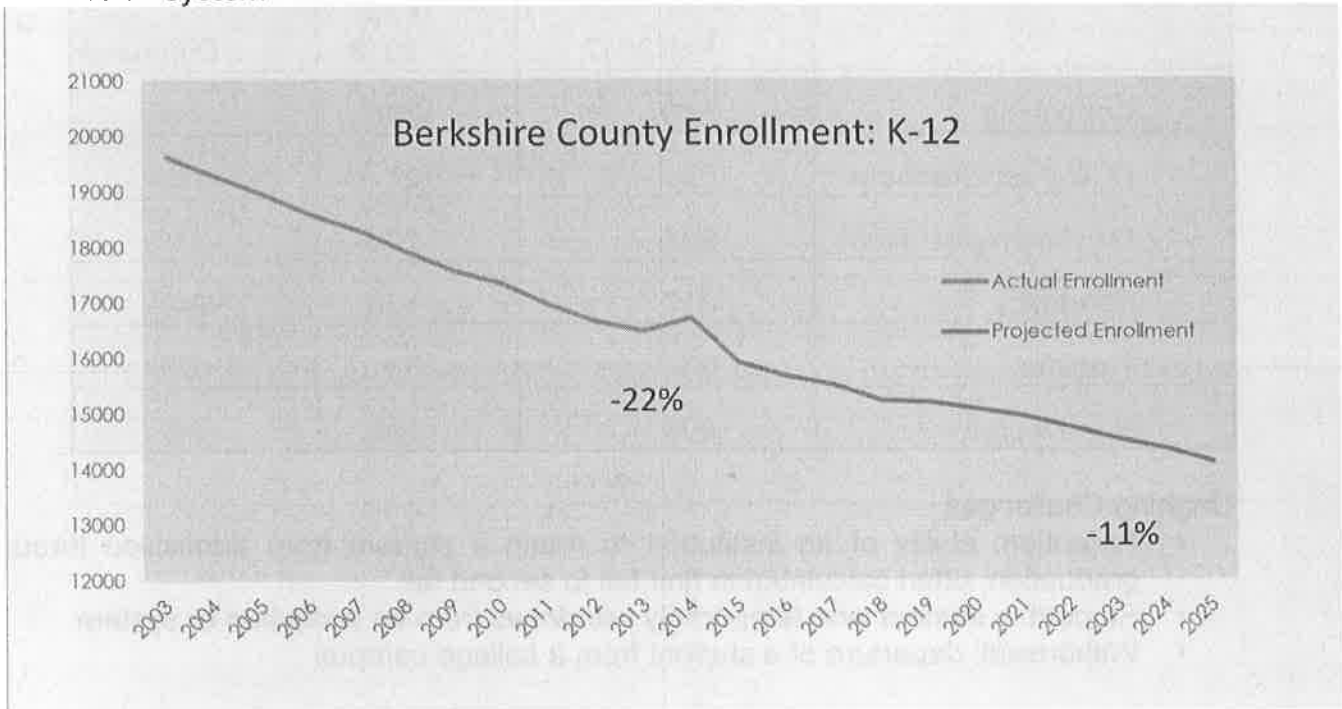
**c. Enrollment Update**

Vice President Klepetar gave an enrollment update to the Board.

### Our Environment

- Declining population
  - 18-39 yr. old's declining
- Increased competition
  - For profits are getting more competitive
  - 4-year schools are beginning to offer what only community colleges have taught in the past
- Healthy job market for skilled employees

K-12 system numbers have had a 22% decrease from 2003 to 2015.



### Current Situation

<b>Enrollment Comparison</b>		
<b>Headcount</b>		
Fall 2017	Fall 2018	Difference
1614	1439	-11%
<b>FTE</b>		
Fall 2017	Fall 2018	Difference
963.53	871.2	-10%

<b>Credit Load</b>			
	Fall 2017	Fall 2018	Difference
Full-time	558	497	-11%
Part-time	1056	942	-11%
<b>Student Type</b>			
	Fall 2017	Fall 2018	Difference
Continuing	800	748	-7%
BCC Post Graduate	29	27	-7%
Freshman (first-time)	296	235	-21%
Readmit	217	166	-24%
Transfer	63	68	+8%
Non-Degree	209	195	-7%

#### Ongoing Challenges

- Retention: ability of an institution to retain a student from admission through graduation, often calculated in first fall to second fall
- Stopout: a student who temporarily withdraws from an institution or system
- Withdrawal: departure of a student from a college campus

We need to increased graduation rates.

#### Tactics

- Hired Community Outreach Counselor
- Outreach efforts
  - Numbers from the calling campaigns:
    - Phone calls made during calling campaigns = 800+
    - Targeting 400+ students
    - Talked with student = 25%
    - Left message/voicemail = 75%
  - 178 students registered

#### Strategies

- Enrollment Management Plan
- Increasing dual enrollment
- Financial Incentives
  - Mass Grant Plus
  - Guardian Scholarships
  - BCC Foundation Scholarship

Trustee Mirante commented on how much he liked the new radio ad.

Trustee Bowen asked if increasing fees may have caused lower enrollment. VP Klepetar said he didn't know. Dean Aylesworth said that the largest new fee was for nursing and there is not a decrease in nursing students. Trustee Crane suggested that there are a lot of jobs so people are working instead of going to school. We need to work with more businesses to run programs for employees.

VP Klepetar asked the Board to email him any suggestions they had.

d. OLLI

Megan Whilden, Director of OLLI presented the following to the Board. The program started 24 years ago as Berkshire Institute for Lifelong Learning (BILL). Williams College provided the seed money and Berkshire Community College provided the space. In 2001, philanthropist Bernard Osher began making grants from his foundation to launch OLLI programs at universities and colleges. Osher Lifelong Learning Institutes (OLLI) offer noncredit courses with no assignments or grades to adults over age 50. There are now 120 OLLIs around the United States.

Growing, Engaging, Giving Back to the Community

What is OLLI?

- OLLI is an acronym for the Osher Lifelong Learning Institute.
- We are one of 121 OLLIs around the country in every state.
- One of 4 in Massachusetts: others are at Tufts, Brandeis, & UMass Boston

What do we do?

- We provide
- Educational,
- Social, and
- Volunteer opportunities designed especially BY and FOR people fifty years old and better.

We are a member-based program

- 1,200 members from throughout the greater Berkshires.
- Volunteer powered –over 200 volunteers who teach classes, organize special events, serve on 18 different committees, and mentor BCC students

We are an integral part of BCC (and proud of it!)

- We are one of only three OLLIs at community colleges in the country!
- OLLI members mentor BCC students

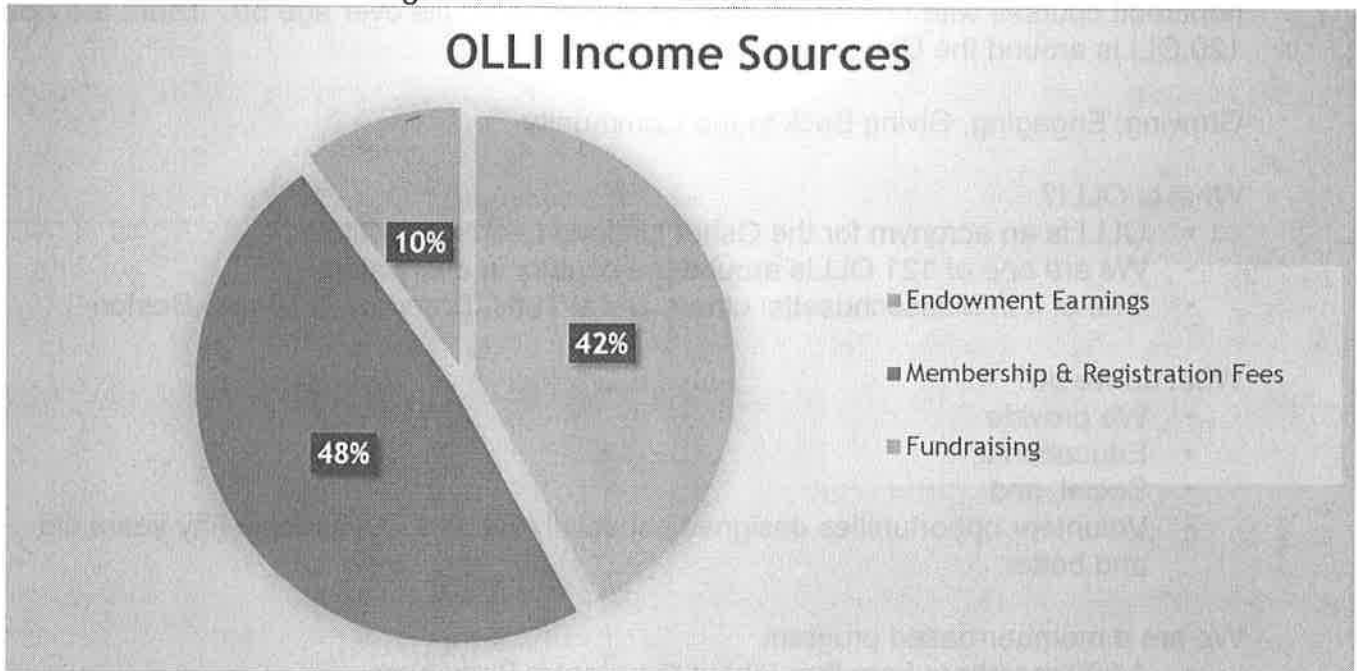
We have dozens of community partners!

- Educational partners with Williams College, Bard College at Simons Rock, and MCLA
- Over 35 cultural and community partners
- Age Friendly Berkshires partner

We provide a variety of lifelong learning opportunities

- Four semesters a year of classes throughout Berkshire County
  - no grades
  - no tests, and
  - no prerequisites
- An annual Distinguished Speakers Series, free for BCC students & staff + Forum Credit
- A variety of special events, daytrips, tours, and more.
- Shared Interest Groups: informal meetups of OLLI members interested in the same topic or activity
- Mentoring for Success: matching OLLI members with BCC students to mentor them for personal & professional growth & success
- Grown from 10 to 25 matches in three years.
- Annual Mona Sherman Memorial Lecture
- Free to the community

We are self-sustaining.



We are growing!

- +12% membership growth in the past year
- +30% membership growth over the past three years
- Additional programming added in the last three years:
  - University Days
  - Shared Interest Groups
  - Annual Volunteer Leadership Academies
  - Increased number of classes, special events, and more.

We are getting noticed!

- Stories in the Berkshire Eagle, Berkshire magazine, WAMC, IBerkshires, Berkshire Edge, Pittsfield Gazette and more.
- Strong social media presence: over 2,000 followers on Facebook

What's next?

- New strategic plan
- Increased fundraising to raise our capacity
- New collaboration with the Nonprofit Center for the Berkshires

Trustee Bowen asked where the programming was held. Ms. Whilden answered, mostly in the Pittsfield area but some in North and South counties.

#### **4. STUDENT TRUSTEE REPORT**

President Kennedy introduced BCC's new student trustee, Sonia Garcia-Rijos. Sonia attended a swearing-in ceremony in the Governor's Office, in Boston, with Secretary Peyser. Sonia is second in her family to be a BCC student trustee. Prior to Sonia, her sister Gladys was a BCC student trustee. Sonia has been in this country for ten years. This is her second year at BCC. She would like to become a kindergarten teacher. She plans to go on to MCLA after graduating. She is happy to be a voice for students at BCC.

#### **5. SUBCOMMITTEE REPORTS**

##### **a. Finance Committee**

Vice President Law briefly addressed the Board. The FY18 budget looks like it will have money to spare, all due to careful spending. The final FY19 budget will be presented at the October 2<sup>nd</sup> Board meeting. Projects this year have included but are not limited to: turf field, paving, computer lab. The One Stop Project planning has begun.

#### **6. ADMINISTRATIVE ACTIONS**

##### **a. Personnel Actions**

Deb Cote presented the personnel actions.

*Upon a motion duly made and seconded, it was VOTED unanimously to approve the personnel actions for the period June 14, 2018 through August 20, 2018.*

#### **7. OTHER BUSINESS**

- a. Old – None.
- b. New - None

c. Upcoming Events

- Welcome Back Breakfast, Wednesday August 29<sup>th</sup>
- Orientation Thursday, August 30<sup>th</sup>
- Turf field ribbon cutting Friday, August 31<sup>st</sup> at 3pm
- Classes begin Tuesday, September 4<sup>th</sup>
- Welcome Back BBQ, Thursday, September 6<sup>th</sup>
- Association of Community College Trustees (ACCT) event for New England Community Colleges November 29-30 in Manchester, NH
  - BCC will pay for all trustees who would like to attend

8. ADJOURNMENT

The meeting was adjourned at 5:49pm. The next scheduled meeting will be held on October 2, 2018.

DATE: October 2, 2018

Respectfully submitted,

  
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Kim Brookman

Approved:

  
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Darlene Rodowicz, Board Chair

  
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Date